



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
PRISONS DIVISION

P.O. Box 41131 • Olympia, Washington 98504-1118 • (360) 725-8839
FAX (360) 586-4469

Date: March 12, 2019

To: All Superintendents,
All Mailroom Sergeants
Property Room Sergeants

From: Robert Herzog, [Signature on file]
Assistant Secretary Prisons Division

Subject: UPDATED - Used Publications

This memorandum supersedes and replaces the previous memo on used publications dated February 21, 2019. There will not be an updated incarcerated persons memo.

The purposes of this memorandum is to inform all DOC staff that the Prisons Division is moving away from allowing used publications to enter our correctional facilities with the following exceptions:

- Those accepted by the Washington State Library (WSL). WSL has a process in place to review and thoroughly inspect used publications for displaying and checking out by incarcerated individuals that had been previously approved by the Prisons Division. Currently our facility mailrooms do not have the resources to conduct such thorough review and inspections and contraband into our facilities is escalating at a high rate.
- Used books from the Monroe City Library for use in MCC SOU/IMU; and
- DOC Policy 500.100 allows for incarcerated students who are approved in accredited/approved correspondence programs to purchase used books only from the approved accredited educational institution's book store for the program they are enrolled in.

Effective March 25, 2019, facilities will no longer allow or accept used books into the facility from non-profit vendors. Any used publications that are currently in an incarcerated individual's possession will be allowed to remain, however staff should make every effort to properly inspect them during routine cell searches to ensure there are no contraband concerns.

Updated Used Publications
Staff memo
March 12, 2019
Page 2

DOC Policy 450.100 is currently being revised to reflect this change. In the meantime this memorandum will serve as your directive to reject any used publications being sent into the facilities by any non-profit organization, publisher or vendor.

Any questions regarding this matter can be directed to Prisons Division Correctional Manager, Roy Gonzalez at [igonzalez@doc1.wa.gov](mailto:rgonzalez@doc1.wa.gov) or by calling (360) 725-8839.

cc: Scott Russell, Deputy Director Command A
Eleanor Vernell, Deputy Director Command B
Tomas Fithian, Deputy Director Command C
Belinda Stewart, Correctional Programs Administrator
Roy González, Correctional Manager
Tracy Schneider, Correctional Specialist 3
Billie Peterson, Program Manager – Policy Office
Taylor, Loretta D., Administrator - Educational Services
File